

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

**TO: Chief Payroll Officers
All State Agencies**

DATE: December 12, 2012

**FROM: Louise M. Anderson
Associate Controller - Operations**

**SUBJECT: Check Change Deadline for 2012 Wages
CPO 13-10**

Since the last payday of calendar year 2012 is on Friday, December 21, our office must begin final preparation for producing the 2012 W-2 forms by the close of business on Thursday, January 3, 2013.

Therefore, any and all check changes involving wages paid during calendar year 2012 must be received in our office by Thursday, January 3, 2013.

Thank you for your cooperation.